

California Greenhouse Gas Reporting Tool

The California Electronic Greenhouse Gas Reporting Tool, or Cal e-GGRT, is required for submitting greenhouse (GHG) emission data reports. Cal e-GGRT is based on the U.S. EPA GHG reporting tool platform, so the overall functionality will be familiar to many reporters. Below is an outline of the registration process for new reporters, followed by detailed registration instructions. Additional information about the tool and reporting is available here:

<http://www.arb.ca.gov/cc/reporting/ghg-rep/tool/ghg-tool.htm>

Overview of Cal e-GGRT Registration Process

See the attachment for a full description of the registration instructions.

1. Perform New User Registration

Create a new user account in Cal e-GGRT here: <https://ssl.arb.ca.gov/Cal-eGGRT/login.do>
Use **Registration Code** when performing the account setup (contact ghgreport@arb.ca.gov for code)

2. Complete Electronic Signature Agreement (ESA) Form

The original ESA form must be mailed to ARB. To speed processing, initial copies of forms may be emailed or faxed to speed processing. *You will not be able to use your DR Invitation Code (below) until the ESA is approved by ARB.*

3. Obtain Designated Representative Invitation Code

Designated Representatives (DR) for reporting entities will receive an email from Cal e-GGRT with an **Invitation Code** to be the DR for a specific reporting entity.

4. Accept Designated Representative Assignment

Following user account activation by ARB, use the 32 digit DR Invitation Code to accept the Designated Representative assignment for a reporting entity.

5. Add Alternate Designated Representative (ADR) and Agents

After acceptance of the DR assignment, you may assign an Alternate Designated Representative and Agents, to allow others access to the reporting entity. These can also be added at a later time.

For Additional Information

See our reporting tool website: <http://www.arb.ca.gov/cc/reporting/ghg-rep/tool/ghg-tool.htm>

For registration questions, please contact ghgreport@arb.ca.gov, or Patrick Gaffney at 916-322-7303, or Karen Lutter at 916-322-8620.

Attachment**Cal e-GGRT
New User Registration and
Designated Representative Instructions****1. Perform New User Registration**

- a. Go to tool website: <https://ssl.arb.ca.gov/Cal-eGGRT/login.do>
- b. Click on "New User Registration" button on right of screen
- c. Review terms and conditions
- d. Enter "**Registration Code**" as part of initial Account Setup information (contact ARB for code)
- e. Enter Name, Address, email, etc.
- f. Complete Challenge Question Setup

2. Complete Electronic Signature Agreement (ESA) Form

- a. To speed processing, initially the scanned form may be emailed to ghgreport@arb.ca.gov or faxed to Dave Edwards at: 916-327-8524.
- b. ***Original ESA forms must be mailed to the ARB, even if a mailed or faxed form was provided.***
- c. ARB staff will approve your User ID number
- d. You will receive an email from Cal e-GGRT notifying you of the approval
- e. You cannot accept a Designated Representative invitation until the ESA is approved by ARB

3. Obtain Designated Representative Invitation Code

- a. You will receive a separate Cal e-GGRT email sent from ghgreport@arb.ca.gov, titled, "Cal e-GGRT: Accept appointment as Designated Representative for..." assigning you as the Designated Representative for a facility or entity
- b. Before accessing the facility, you must create a user account (see Step 1)

4. Accept Designated Representative (DR) Assignment

- a. You cannot perform this step until you create your user account and ARB approves your Electronic Signature Agreement
- b. Login to your account created in Step 1
- c. Accept the Designated Representative (DR) invitation
 - Locate the DR Assignment email received in Step 3
 - Copy the 32 digit Invitation Code from the message
 - Paste the Invitation Code into the box in Cal e-GGRT with the label, "Responding to a Facility Invitation" on the upper right of the screen
- d. Accept the Designated Representative Appointment
 - NOTE: You may need to enter additional facility information using the "EDIT Facility Information" link on the Certificate of Representation page before certification is allowed
- e. Enter your password after the Certification Statements
- f. Add optional Agent(s) or an Alternate Designated Representative (ADR) if desired
 - If added, ADRs and Agents will receive an Invitation Code that they will paste into their user account to associate with the facility

5. Add Alternate Designated Representative and Agents

- a. Add an Alternate Designated Representative or Agents to allow others access to the reporting entity. These can also be added at later time
- b. If added, ADRs and Agents will receive an Invitation Code that they will paste into their user account to associate with entity
- c. ADRs and agents will not be able to accept their Invitation Codes until they perform New User Registration and have their ESA approved by ARB staff

6. Enter Facility Data (Overview)

- a. Edit and Complete the Facility Profile
- b. Go to Data Reporting tab (log out and login if tab doesn't immediately appear)
- c. Open the facility overview, Complete Subpart A, add additional subparts as appropriate
- d. After data entry, view and clear any critical validation messages